

E-Mail ALPERSRU AA/99

Subj: ANNUAL VERIFICATION OF DEPENDENCY DATA

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Section 5-C-2

Introduction Per reference (a), during the month of November, members are required to verify their dependency data on form CG-4170A. This year, due to the SDA II Centralization process occurring at the same time, you are to delay the CG-4170A validation until after your PERSRU has implemented SDA II Centralization.

Completion of the SDA II Centralization process is scheduled prior to 1 January 2000. Each PERSRU will be individually notified of their SDA II Centralization conversion date. In conjunction with SDA II Centralization, PERSRUs will be required to prepare and transmit a new CG-4170A on every member the PERSRU services.

Our goal is to ensure that the integrity of the data is correct while reducing any workload requirements of the PERSRU.

Discussion Once your PERSRU has received notification of pending SDA II Centralization, remove the CG-4170A from Section 4 of the PERSRU PDR and mail to units/members for validation.

When SDA II Centralization has occurred at your PERSRU, and you have received the verified 4170A, key in new data and print it out for validation by the member.

It is highly suggested that, during the validation process, when members verify form CG-4170A, the member also conduct a thorough review of his/her Leave and Earnings Statement (LES) to verify that the member is receiving appropriate entitlements, particularly appropriate housing entitlements. Members have a duty to review their LES each month. Stressing a close review of the LES in conjunction with the CG-4170A validation will help eliminate potential overpayments and underpayments of housing allowances. Members who erroneously receive BAH entitlements after moving into government quarters or changing marital status incur significant indebtedness, and collection of such indebtedness can create significant financial hardship on the member.

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5 November 1999

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Action

PERSRUs shall ensure that the annual verification of dependency data is conducted upon SDA II Centralization in accordance with reference (a). A new CG-4170A is to be transmitted on EVERY member so that the PMIS and the SDA II database will be updated.

If no changes are noted by the member, the verified CG-4170A with the original signature is to be filed in the PERSRU PDR.

If the member noted changes, enter the changes in the SDA II Centralized system. If there was a dependency change, then print out a new CG-4170A, send it for verification, and if there are no corrections, file the original signed copy in the PERSRU PDR.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by //

G. E. SENA
Executive Officer